



Illinois Department of Financial and Professional Regulation

Division of Professional Regulation



To have an open nursing faculty position displayed on the IDFPR/Illinois Center for Nursing (ICN) website (www.nursing.illinois.gov), please complete the form below and return to:

Linda B. Roberts, ICN Manager at Linda.B.Roberts@illinois.gov.

OPEN NURSING FACULTY POSITION POSTING

NAME OF EDUCATIONAL INSTITUTION:	The Chicago Public Schools
POSITION:	Practical Nursing Program Administrator
RESPONSIBILITIES:	<p>The Practical Nursing Program Administrator will be responsible for:</p> <ul style="list-style-type: none">• Organize and administer the Practical Nursing Program• Provide direction/leadership to teachers in fulfilling program objectives• Facilitate any staff professional development and performance reviews according to the collective bargaining agreement• Liaison with other CPS departments and external clinical providers• Obtain clinical facilities for student learning experiences and maintain ongoing communications with the affiliated institutions• Facilitate authorization of the purchasing of equipment, supplies, textbook and audiovisuals• Following CPS policies and procedures to prepare and administer the program budget• Facilitation and coordination of activities related to academic policies, personnel policies, curriculum, resource facilities and services, and program evaluation• Compile metrics for research and evaluation of the program and to report them to CTE• Inform students of career mobility opportunities and availability of continuing education

	<ul style="list-style-type: none"> • Maintain communication certifying state agencies regarding any program changes and matters relating to the Program's curriculum, faculty, students and graduates • Participate in recruitment and program orientation for students, parents and high school counselors • Coordinate with the Program Coordinator of Health Sciences, Human Services and Education and Training to ensure compliance with CTE, ISBE and state certification requirements
MINIMUM QUALIFICATIONS:	<p>Skills:</p> <ol style="list-style-type: none"> 1. Two years of nursing experience in clinical nursing practice 2. Two years experience as an instructor in a nursing education program 3. Working knowledge of Microsoft Office Suite and moderate computer literacy 4. Experience with program implementation, team management, and curriculum development/evaluation <p>Type of Education and Certification Required:</p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • Current licensure as a registered professional nurse in the State of Illinois • Master's degree with a major in nursing from an accredited college or university • State of Illinois Provisional Certificate with Practical Nursing Endorsement
PREFERRED QUALIFICATIONS:	n/a
TO APPLY:	<p>Please email a cover letter and resume to:</p> <p>Regine R. Rucker, PhD, MPA Program Coordinator - Health Sciences, Human Services, and Education and Training Career and Technical Education Office of Pathways to College and Career Early College and Career Education Chicago Public Schools 125 S. Clark St., 12th Floor Chicago, IL 60603 Phone: 773-553-4336 * Fax: 773-553-2971 * Email: rrrucker@cps.edu</p>